

**Freedom of Information Law (“FOIL”)
Rochester Joint Schools Construction Board (the “Board”) Records Access**

Request to Access Board Records pursuant to FOIL

The Board only maintains records relating to its own operations and programming (including, without limitation, the Facilities Modernization Program), and does not maintain records of the City of Rochester, the Rochester City School District, or any other agency.

FOIL requests must be submitted in writing to the Records Access either by mail, email or fax at:

- If by mail: Records Access Officer, Rochester Joint Schools Construction Board
1776 N Clinton Ave, Rochester, NY 14621
- If by email: trenauto@aol.com; A FOIL request submitted by email will be responded to by email.
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FOIL requests should include the following information to ensure efficient processing:

- Requester’s name, address, and telephone number. This information is to be provided so that the Records Access Officer may contact you with any questions and/or mail the requested materials.
- A reasonable description of the records sought, containing specific information which will allow the Records Access Officer to identify and locate the record.
- The requester’s preference to inspect/review, copy records or both.
- A FOIL request for a list of private names and addresses or unredacted documents containing such names and addresses must be accompanied by a completed Affidavit of Purpose [[insert link](#)].

The Board recommends using the Board’s FOIL request form: [[insert link](#)].

Records will be available to copy and/or inspect by appointment only at the Board’s office located at 175 Martin Street, Rochester, NY 14605 during the Board’s normal business hours of [8:30 a.m. to 4:30 p.m.] on Monday through Friday, subject to holidays.

Record Copy Fees

Fees for copies of records apply, and are as follows:

- Twenty-five cents per photocopy for pages up to 9”x14”; or
- The actual cost of reproducing the record (except when a different fee is prescribed by statute).

Response to FOIL Requests

The Board will respond to a FOIL request within five business days after receiving a FOIL request for a record reasonably described and will either:

- Approve the FOIL request and make the record available;
- Deny in whole or in part the FOIL request in writing, and include the basis for such denial;
- Furnish a written acknowledgement of receipt of the FOIL request and a statement of the approximate date (reasonable under the circumstances) when the FOIL request will be granted or denied as determined in accordance with Section 89(5) of the New York Public Officers Law;
- Give notice of an extension of time needed to fulfill the FOIL request and a date certain if the Board reasonably determines that it cannot fulfill the FOIL request within twenty business days from the date of the acknowledgement of receipt of the FOIL request;
- Certify that the requested materials are not maintained by the Board and refer the requester to the appropriate agency, if known; or
- Certify that after a diligent search, the requested records cannot be located.

Appeal of a Denial

- If the requester is denied access to a record of the Board, the requester may file a written appeal within 30 days of receipt of denial with the Appeals Officer, the Vice Chair of the Board. Appeal instructions will be included in the denial letter. Within ten business days of receiving such appeal, the Appeals Officer will either affirm the denial fully explaining in writing the reasons for further denial or overturn the denial in whole or in part and provide access to the records sought.